

MOHAMMAD ATIF RAJA

Permanent Address : House # D-3/54 Malir Colony
Karachi pakistan.
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Career Objective

I keen to apply my experience at position driven by challenge which provides a stable environment to be creative, to work both independently and as team, utilizing and expanding my knowledge and skill in (Accounts & finance Department) and accomplishing the incentive to learn, grow, and prosper in a conducive organization.

Academic Qualification:

- Iqra University, (Gulshan Campus)
M.B.A (in process)
- University of Karachi, Karachi, Pakistan.
Bachelor of Commerce part II, 2006
- Board of Intermediate Education Karachi, Pakistan.
Intermediate In Commerce, in 2004
- Board of Secondary Education Karachi, Pakistan.
Matriculation in Science, in 2002

Working Experience

Organization : Fair Trade Pvt Ltd.
Duration : 21st December 2021 to Till The Date.
Responsibilities : **As an Accountant** Responsibilities are to Keep Recording And Finalize all Accounts matter and to conduct Audit

Organization : IGI Family Takaful
Duration : February 2020 to 19th December 2020.
Responsibilities : **As a Advisor Financial Services.**

Organization : Raja's Enterprises.
Duration : May 2013 to January 2020.
Responsibilities : **As a Distributor Manager** Responsibilities are to Keep Managing All Things and Recording And Finalize all Audit Accounts matter and to conduct Audit

Organization : Alpine international exchange company-B (pvt) ltd.
Location : 83-A Khalid Bin Waleed Road, Block-II, P.E.C.H.S
Karachi.
Duration : 22 July 2007 to 13 March 2013.
Responsibilities : **As an Accountant** Responsibilities are to Keep Recording
And Finalize all Accounts matter and to conduct Audit

Organization : **M/s Saeed Methani & Mushtaq (Pvt.) Ltd.**
Chartered Accountant Firm
Location : 612,6th floor uni shopping center saddar Karachi Pakistan.
Duration : 1st of May 2006 to 20 July 2007.
Responsibilities : **As a Trainee**

Computer Skill

MS Office 2000 : Ms Office 2000 (including MS-Word, MS-Excel, MS
Power Point and Internet)
Web & Graphics : Adobe Photoshop CS6, HTML, CSS, Java Script,
Designing : Bootsrap, Asp.Net, SQL, Visual Studio Basic,
Dreamweavr

Personal

Father's Name : Mohammad Yousuf Raja
N.I.C : 42401-1108925-3
Date of Birth : 18-02-1985
Religion : Islam
Sex : Male
Marital Status : Married